

**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDER**

**EMPLOYEE LEAVE**  
**SUBJECT**

**DATE:** JUNE 22, 2019

**NO:** A-12

**FROM:** CHIEF ERIC JONES

**TO:** ALL PERSONNEL

**INDEX:** Employee Leave  
Sick Leave  
Bereavement Leave

**I. POLICY**

Sick leave is not a privilege to be used at the discretion of the employee, but is granted for necessary and actual illness, disability, preventive medical, dental, optical care, or off-duty injury.

**II. PROCEDURE**

**A. Notification by Employee**

1. Employee notification of sick leave, with the exception of the Telecommunications Center Personnel, shall be to the OPERATIONS DESK CLERK and should be at least two hours prior to the time set for the start of the day's duties.

The Operations Desk Clerk will:

- a. Obtain employee's name, shift, and sergeant and list information on the "Notification of Sick Leave" card, including time and date.
  - b. The notification of sick leave card shall be submitted to the employee's immediate supervisor.
2. Refer to Telecommunications Division Order N-1 for details regarding Telecommunications Center Personnel.

**B. Doctors Certificate or Other Proof**

**1. Sworn Personnel**

- a. If an employee's illness results in an absence from work for three (3) consecutive work days or more, a doctor's certificate or other reasonable proof of illness will be required by the Department Head.
- b. The Department Head and the Director of Human Resources may make such sick leave usage reviews and may require such physician's documentation they deem necessary to insure proper use of the sick leave benefit.

**2. Civilian Personnel**

- a. If an employee's illness results in an absence from work for (3) consecutive work

days or more, a doctor's certificate or other reasonable proof of illness may be required by the Department Head. Refer to the appropriate memorandum of understanding (MOU) for further information.

- b. The Department Head and the Director of Human Resources may make such sick leave usage reviews and may require physician's documentation they deem necessary to insure proper use of the sick leave benefit.

C. Family Sick Leave

1. Sworn Personnel

- a. Each calendar year, employees may utilize one-half of the employee's annual sick leave accrual to attend to an illness of his/her family member.

For the purposes of this section immediate family is defined as the employee's parents, spouse, registered domestic partner, child (child as defined as biological, step, foster or adopted child; a legal ward; child of domestic partner; a child to whom the employee stands in loco parentis), legal dependent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, and grandchild.

- b. Should an employee have an illness in his/her distant family, no sick leave is permitted, but annual vacation may be used if approved by the Department Head.

2. Civilian Personnel

- a. Each calendar year, employees may utilize on-half of the employee's annual sick leave accrual to attend to an illness of his/her family member.

For the purposes of this section immediate family is defined as the employee's parents, spouse, registered domestic partner, child (child as defined as biological, step, foster or adopted child; a legal ward; child of domestic partner; a child to whom the employee stands in loco parentis), legal dependent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, and grandchild.

- b. Should an employee have an illness in his/her distant family, no sick leave is permitted, but annual vacation may be used if approved by the Department Head.

D. Approval of sick leave.

- 1. An employee returning to work from sick leave shall submit a statement (PD Form 1189) to the Department Secretary.

E. Accrual

- 1. Sick leave earned is determined by the memorandum of understanding with bargaining units.
- 2. Sick leave is not earned during periods of leaves or leaves of absence without pay granted to the employee.

F. Misuse of sick leave.

- 1. Improper or misuse of sick leave shall be deemed sufficient cause for disciplinary action.
  - a. Annual vacation is not intended to supplement an employee's sick leave, and the use of annual vacation for sick leave purposes must be approved by the employee's

supervisory and/or Department Head. Supervisors and the Department Head shall have the prerogative to approve the use of vacation leave after the exhaustion of sick leave, or approve leave without pay (LWOP).

- b. Employees who have utilized sick leave beyond the Citywide standard, pursuant to the City's Sick Leave Policy (HR-20) will be subject to disciplinary action, according to HR-20.
- c. Employees who are not approved for time off from work, or fail to return to work after a leave of absence will be considered absent without official leave (AWOL). AWOL incidents will be addressed by the Department Head and Director of Human Resources, and will be processed in accordance with the employee's bargaining unit memorandum of understanding, and civil service rules.

G. Bereavement Leave.

- 1. Bereavement leave will be granted in accordance with the employee's bargaining unit memorandum of understanding.